



DELAWARE JUDICIARY
SUPERIOR COURT OF DELAWARE
NON-MERIT POSITION
POSTING #SC1202N08

ACCOUNTING TECHNICIAN
****This is a Career Ladder Series****

Opening Date: December 30, 2008

Closing Date: January 14, 2009

A Vacancy Exists

Salary: \$23,283.00 - \$29,104.00 (Minimum-Midpoint) Pay Grade 6

Recruiting for: Superior Court of Delaware

Location: Kent County (Please check this county on your application)

Summary Statement: This is the entry level technical support of fiscal/financial/auditing functions. An employee will become eligible for consideration to move to the next level of the career ladder – Accounting Specialist, after one year within this classification and once he or she meets the minimum qualifications, performance requirements for the higher level, and possesses the ability to perform at that level.

Career Ladder: Upon satisfactory completion of Department promotional standards and minimum qualifications, employee may be eligible to be promoted to the next level.

Essential Functions:

- Learns various processes/procedures, laws, rules, and regulations.
- Responsible for full range of support activities involving agency fiscal/financial/auditing functions. Assignments fall within established and known systems, processes, and operations.
- Works independently with supervision limited to periodic review of completed work.
- Provide technical assistance to higher level fiscal/financial/audit staff and various other internal/external contacts.
- Regular communication typically includes internal/external contacts for the purpose of clarifying/gathering information and problem resolution regarding routine matters.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

- Possession of an Associate's degree in accounting; **OR**
 - Possession of a Bachelor's Degree in a business discipline which includes accounting, business administration, economics, finance, business management or computer information systems; **OR**
1. Experience in accounting support.
 2. Experience in office operations.
 3. Experience in record keeping.
 4. Experience in the use of an automated information system to enter, update, modify, delete, retrieve/inquire, and report on data.

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.
- A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting Your Application: Visit the website at www.courts.delaware.gov. Click on the Career Opportunities Link and then click on "apply" next to the job posting. Print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:
 Superior Court of Delaware
 New Castle County Courthouse
 500 N. King Street, Suite 2850
 Wilmington, DE 19801
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Send your application as an e-mail attachment with the words
 "Application Form" in the subject line to: apps.superior@state.de.us

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service, please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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